



## **ARIZONA DEPARTMENT OF ECONOMIC SECURITY UNEMPLOYMENT INSURANCE**

### **EMPLOYER NEWSLETTER – October 2000**

#### **ARIZONA JOB TRAINING PROGRAM**

In the New Economy, people are the ultimate resource. Arizona's Job Training Program helps address the lack of job-specific skills by partnering with the private sector to provide funding for customized job training.

The Arizona Job Training Program provides reimbursement grants for short-term, customized job training creating net new jobs in Arizona. This empowers Arizona's businesses by providing them the opportunity to design and create training plans to meet their unique industry challenges. Applicants must meet various eligibility criteria, but the main measurable factor is the wage level.

The program is funded through a new 0.1% Job Training Tax (see related article), which coincides with a 0.1% reduction in the Unemployment Insurance required income rate (rate necessary to maintain the solvency of Arizona's UI Trust Fund). The required income rate and other factors determine the level of annual adjustment to the statutory tax rates assigned to eligible experience rated employers.

Grant recipients may be reimbursed for job-specific training costs proportionate to the committed number of net new positions created. Businesses must maintain or exceed their current level of training expenditures and must meet or exceed the average annual wage for the county in which they are located. All grant recipients must contribute at least 25% of the total training cost. There is a set-aside of program funds of 25% for small businesses with fewer than 100 employees and 25% for businesses located in rural communities.

Beginning in 2001, grants will also be available to train existing workers throughout the state. The existing worker program may fund up to 50% of the estimated training costs for qualified businesses with the companies matching at least 50%.

For additional information or to download a copy of the application, visit the Job Training Program pages on the Arizona Department of Commerce web site at, [www.azcommerce.com/job\\_training.htm](http://www.azcommerce.com/job_training.htm), or call (602) 280-1327.

#### **ARIZONA JOB TRAINING TAX**

On April 25, 2000, Governor Hull signed into law, H.B. 2262, the Arizona Job Training and Employer Tax bill. This legislation levies a new job training tax of 0.10% of taxable wages beginning January 1, 2001.

Reporting and paying job training taxes will mirror the unemployment insurance tax process. Experienced rated employers will begin paying job training taxes at the end of the first quarter of 2001. Form UC-018, Unemployment Tax and Wage Report, will include a new item titled "Job Training Tax" and instructions on how to calculate and pay the job training tax.

Several other UI tax forms will be modified to include the new job training tax notification and calculation. The revised forms as well as specifications for those who wish to create their own Unemployment Tax and Wage Report form will be available after February 1, 2001.

Look for future articles and announcements about the Arizona Job Training Tax in the December 2000 edition of the Employer Newsletter.

## NEW HIRE REPORTING

In last quarter's newsletter, you were introduced to Arizona's New Hire Reporting Program. This quarter, we would like to provide you with information to assist you in reporting your new hires.

### Whom do I report?

A.R.S. 23.722.01 requires that all new hires, and re-hires, must be reported within 20 days of hire.

### What do I need to report?

The following data must be reported:

#### Employee Information

Employee's Name  
Employee's Address  
Social Security Number

#### Employer Information

Employer's Name  
Employer's Address  
Federal Employer ID (FEIN)

### How do I report?

We offer a variety of reporting options. Please visit our website for more information on how to report, to download a New Hire Reporting Form, or to report on-line. You can also call our toll free number and request documents through our fax-on-demand system 24 hours a day.

The Arizona New Hire Reporting Program is a valuable asset to our community. Please help us in supporting Arizona's children.

Website [www.az-newhire.com](http://www.az-newhire.com)

Toll free customer contact  
line & fax back information 888-282-2064

## FRAUD CONVICTIONS IN MARICOPA COUNTY

The Department's Office of Special Investigations (OSI) uses quarterly reports of fraud convictions to provide feedback to benefit programs. The Unemployment Insurance report is a testimonial to the overall efforts of everyone from line personnel to you, the employer.

Statewide Unemployment Insurance fraud convictions of sixty-six individuals during the second quarter of 2000 have lead to restitution orders and fines of \$161,076, prison sentences totaling 10 years, probation periods adding up to 116 years and community service of 3,635 hours.

## UI BENEFITS TO DISCHARGED EMPLOYEES

Are you thinking of discharging an employee for misconduct?

Many employers, although they have good cause for discharging an employee, do not keep adequate records to substantiate good cause for the discharge. This is a common problem throughout the employer community.

When you discharge an employee and protest the payment of Unemployment Insurance benefits, it is your responsibility to provide supporting evidence to justify the discharge.

Here is a reminder list of some of the most overlooked information needed in the employee's personnel file.

1. Keep records of all misconduct including dates, witnesses and specifically, what the employee did wrong.
2. Keep accurate records of all warnings both verbal and written, including when warned, who did the warning and why the employee was warned.
3. The employer also needs to have an accurate statement of the final incident that caused the employee to be discharged including when, why and any witnesses to the event.

Inaccurate and incomplete employee records are common reasons why employers do not receive favorable rulings when protesting an Unemployment Insurance claim.

## CHANGE THE E-MAIL ADDRESS

General questions concerning Unemployment Insurance Tax laws, rules, regulations or UI Tax Administration can be referred to the UI Tax Program Specialist at the new e-mail address of [wdent@mail.de.state.az.us](mailto:wdent@mail.de.state.az.us).

## UNEMPLOYMENT INSURANCE SHARED WORK PROGRAM

Ever wonder how you can avoid layoffs during a temporary work slowdown?

What can you do when you don't have enough hours for all your employees?

Check out the Unemployment Insurance Shared Work Program. Information can be obtained by calling the UI Special Programs office at (602) 495-1961 or visit their website at ([www.de.state.az.us/links/esa/shrdwk](http://www.de.state.az.us/links/esa/shrdwk)). You may also request information by mail at:

UI Special Programs  
Attn. Shared Work Program  
P O Box 6666  
Phoenix, Arizona 85005

## ARRA IS COMING!

Arizona is planning on providing individuals applying for Unemployment Insurance benefits the option of filing by telephone. The idea is to provide the service quickly and efficiently, making it possible for Arizona jobseekers to have a smooth transition into the re-employment arena. Hence, Arizona Re-employment Rapid Access (ARRA).

Two call centers located in Phoenix and Tucson are to support the telephone filing option. In late October, the ARRA call center in Phoenix is scheduled

to start taking claims from Maricopa County residents. A second site is scheduled to open in Tucson later in the year for Pima County residents.

Eventually, residents from around the state will be able to take advantage of this service.

Using an interactive voice response system (IVR), callers will respond to a series of questions using their telephone keypad. The caller is then transferred to a Claims Agent who completes the claim and refers the Arizona job seeker to their nearest Job Service Office for registration and assistance in becoming re-employed.

## FORMS ON THE WEB

For easy access to the most requested UI tax forms, visit our web page ([www.de.state.az.us/links/esa/taxform.html](http://www.de.state.az.us/links/esa/taxform.html)).

## WHERE TO CALL WITH UNEMPLOYMENT TAX QUESTIONS

**Employer Accounting Unit:** (602) 248-9354  
**Fax:** (602) 650-1451

[uit.accounting@mail.de.state.az.us](mailto:uit.accounting@mail.de.state.az.us)  
Unemployment Insurance Tax and Wage Report (UC-018)

**Employer Status Unit:** (602) 248-9396  
**Fax:** (602) 650-1298

[uit.status@mail.de.state.az.us](mailto:uit.status@mail.de.state.az.us)  
Registration of new employers or acquisitions of existing businesses  
(UC-001); Changes to existing accounts (UC-514)

**Experience Rating Unit** (602) 248-9101  
**Fax:** (602) 277-3404

[uit.experience@mail.de.state.az.us](mailto:uit.experience@mail.de.state.az.us)  
Determination of UI Tax Rate or Calendar Year (UC-603) and Notice of Benefit Charges (UC-602)

**Collections Unit:** (602) 248-9354  
**Fax:** (602) 277-3351

[uit.collections@mail.de.state.az.us](mailto:uit.collections@mail.de.state.az.us)  
Past due payments; Payment scheduling; and Lien or Levy information.

Field Audit Offices	Phone Number	Fax Number
Phoenix West:	(602) 254-8990	(602) 254-9273
Phoenix East:	(602) 952-1815	(602) 952-1758
Glendale:	(602) 371-0590	(602) 371-1053
Mesa:	(480) 345-1573	(480) 345-8783
Tucson:	(520) 628-6820	(520) 628-6826
Flagstaff:	(520) 779-3601	(520) 774-9530
Lake Havasu:	(520) 855-5178	(520) 855-7564
Prescott:	(520) 778-4121	(520) 771-9498
Show Low:	(520) 537-4930	(520) 537-2310
Sierra Vista:	(520) 459-2491	(520) 452-9028
Yuma:	(520) 783-8859	(520) 783-4716

**Equal Opportunity Employer/Program**

This document available in alternative formats by contacting the UI Tax office.